

**Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
December 19, 2019
Main Library 8:30 a.m.**

Present Michael Dansack, Dennis Johnson, Keith Jordan, Sheila Odesky, Jesus Salas, Susan Savage

Roll Call The meeting was called to order by Mrs. Savage at 8:30 a.m., followed by roll call.

Minutes The minutes of the regular meeting of November 21, 2019 were approved on motion of Mr. Salas, seconded by Mr. Johnson; all voted aye, motion carried.

Resolution of Appreciation 14-19 honoring Marcia Kreinbrink The Board unanimously adopted a Resolution of Appreciation honoring Marcia Kreinbrink on motion of Mr. Johnson, seconded by Mr. Dansack; all voted aye, motion carried. Ms. Kreinbrink has for 24 years repeatedly demonstrated her commitment to the goals and mission of the Library as a Clerk and a Librarian.

Note: A copy of the resolution is attached to these official minutes.

2020 Standing Committee Appointments Mrs. Savage requested that present Board committee members serve until the January 2020 meeting, to allow time to review these assignments.

Nominating Committee Mrs. Savage suggested the following trustees as members of the Nominating Committee, to prepare a slate of officers for consideration at the next annual organizational meeting of the Board on January 23, 2020.

Nominating Committee

Chairperson: Michael Dansack, Chairman
 Dennis Johnson
 Sheila Odesky

Executive Director's Comments Mr. Kucsma congratulated Ms. Kreinbrink and thanked her for her service. He pointed out the December 2019 print inventory which is a quick look at all the things the Marketing department is putting out to share the story of the Library and which shows the strong brand identity. He also introduced the new Directors for TLCPL: Kris Ward, Director Human Resources and Organizational Development; Mike Graybeal, Director Operations/Deputy Fiscal Officer; Cathy Bartel, Director Public Services; and Terri Carroll, Director Communications, Innovation and Strategy. Mr. Kucsma thanked all administrators for their patience and professionalism while working on the process. He acknowledged the enormous changes that have taken place this year and thanked trustees and staff for their support.

Employment Report The employment report was approved on motion of Mr. Johnson, seconded by Mrs. Savage; all voted aye, motion carried.

Appointments

Employee	Agency	Grade	Salary	Date
None				

Payroll Changes

Employee	From	To
11/24/2019	Kent	Children's Library
Megan Myers	Librarian I/Youth Services	Librarian I/Teen Services
Classification Change/	Gr 6B St 6	Gr 6B St 6
Transfer	APLE FT \$53,420.41	APLE FT \$53,420.41
12/1/2019	Holland	Main Circulation
Kaylee Hendricks	Customer Service Clerk I	Customer Service Clerk I
Transfer	Gr 1A* St 1	Gr 1A* St 1
	CWA LPT \$16.3390 Hourly	CWA LPT \$16.3390 Hourly
12/15/2019	King Road	Sanger
Brandy Cranon-Wyatt	Customer Service Clerk II	Customer Service Clerk II
Transfer	Gr 2A St 5	Gr 2A St 5
	CWA FT \$37,867.99	CWA FT \$37,867.99
12/15/2019	Human Resources	Human Resources
Kristina Ward	Assistant Manager Human Resources	Director HR & Organizational Development
Promotion	Gr K St 9	Gr M St 5
	Exempt FT \$107,063.38	Exempt FT \$114,149.11
12/15/2019	Main Circulation/Technical Services	Human Resources
Catherine Bartel	Manager	Director Public Services
Promotion/Transfer	Gr M St 7	Gr N St 6
	Exempt FT \$123,454.91	Exempt FT \$128,140.99
12/15/2019	Marketing Department	Director's Office
Theresa Carroll	Marketing Manager	Director Communications, Innovation, & Strategy
Promotion/Transfer	Gr M* St 8	Gr N* St 7
	Exempt FT \$128,140.99	Exempt FT \$132,878.80
12/15/2019	Facilities & Operations	Director's Office
Michael Graybeal	Superintendent Facilities & Operations	Director Operations/Deputy Fiscal Officer
Promotion/Transfer	Gr M* St 8	Gr N* St 7
	Exempt FT \$128,140.99	Exempt FT \$132,878.80
12/22/2019	Main Circulation	Main Circulation

Katelin Johnson	Customer Service Clerk I	Customer Service Clerk I
Status Change	Gr 1A* St 4	Gr 1A* St 4
	CWA LPT \$17.8540 Hourly	CWA FT \$34,815.28

Separations

	Employee	Agency	Date
Librarian	Pamela Hairston	Point Place	12/20/2019
	Marcia Kreinbrink – <i>Retirement</i>	Holland	01/31/2020

Travel and Training The Board approved the following travel, training and tuition expenses on motion of Mr. Johnson, seconded by Mr. Salas; all voted aye, motion carried.

Travel & Training Expenditures

Event	Date	Name	Amount
Institute for Leadership & Advocacy	January 13, 2020	Dana Allee, Kris Ward	\$800.00
ALA Midwinter 2020	January 23-26, 2020	Franco Vitella	\$940.86

Stop Loss Insurance Proposals for specific stop loss insurance for the Library’s self-insured health insurance plans for the 2020 plan year were received by the Library’s health care consultant, Ken Robie. Three proposals were received as follows:

Carrier	Annual Premium	Specific Deductible
Paramount	\$320,006.00	\$150,000
HM	\$321,205.00	\$150,000
Gerber	\$330,732.00	\$150,000

The Personnel Committee recommended entering into an agreement with Paramount for the 2020 plan year in the amount of \$320,006.00, and motion to approve was made by Mrs. Odesky, seconded by Mr. Johnson; all voted aye, motion carried.

Financial Reports The financial report for the month ending November 30, 2019 was accepted by the Board as presented on motion of Mr. Johnson, seconded by Mr. Dansack; all voted aye, motion carried.

Tax Receipts

Opening Balance	\$40,029,498.95
Real Property Tax	6,036.64
Public Library Fund	1,386,766.96
2019 Year to Date	\$41,422,302.55

Vouchers Approved The Board approved payment of the following Schedule of Vouchers for November 2019 on motion of Mr. Salas, seconded by Mr. Johnson; all voted aye, motion carried.

General Fund	\$3,055,159.48
BWC Workplace Wellness Fund	2,850.00
LSTA Migrant Farmworker Fund	0.00
Building & Repair Fund	875.00
Capital Projects Note Fund	544,087.08
Total Health Care	377,807.75
Gift Funds	103,682.27
Trust Funds	4,218.69
Total	\$4,088,680.27

Interim Funds Activity Interim Funds Transactions were approved as listed below on motion of Mr. Johnson, seconded by Mrs. Odesky; all voted aye, motion carried.

	Maturities	Investments	Balance
Opening Balance			\$12,041,560.15
STAR @ 2.35%	\$ 544,087.08		
Huntington @ 0.20%	2,704,557.27	\$1,500,000.00	
November Interest		5,786.23	
Ending Balance	\$3,248,644.35	\$1,505,786.23	\$10,298,702.03
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$6,624,853.66		
Building & Repair Fund	\$1,152,238.99		
Gift Fund	\$269,559.68		
Capital Projects Fund	\$2,252,049.70		
	\$10,298,702.03		

Trust Fund Activity Trust Fund Activity was approved on motion of Mrs. Odesky, seconded by Mr. Johnson; all voted aye, motion carried.

	Maturities	Investments	Previous Balance
No Activity			\$750,000.00
Ending Balance	\$0.00	\$0.00	\$750,000.00

Finance Fidelity Bonds Board approval was requested to renew the fidelity bond insurance coverage for the Fiscal Officer and Assistant Deputy Fiscal Officer in the amount of \$1,000,000.00 each with Western Surety Company and blanket coverage to include all staff in the amount of \$1,000,000.00 with The Cincinnati Insurance Company, both through USI Insurance Services. The one-year premium, effective January 1, 2020, is a total of \$7,915.00 for all three policies, and the motion for approval was made by Mr. Johnson, seconded by Mr. Salas; all voted aye, motion carried.

Modification of 2019 Appropriation Schedule In consultation with Administration, the Finance Committee recommended the following modifications to reconcile various line item accounts, and motion to approve was made by Mr. Johnson, seconded by Mrs. Odesky; all voted aye, motion carried.

FROM:

51400	Retirement Benefits	\$200,000.00
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TO

51600	Insurance Benefits	\$200,000.00
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2020 Permanent Appropriation Schedule The Finance Committee met Tuesday, December 17, 2019, to discuss the Permanent Appropriations Schedule for 2020. On behalf of the Finance Committee, Mr. Johnson moved approval of the Permanent Appropriation Schedule below, seconded by Mr. Salas; all voted aye, motion carried.

BE IT RESOLVED, by the Board of Library Trustees of the Toledo Lucas County Public Library District, that to provide for the current expenses and other expenditures of said Board of Library Trustees during the fiscal year, ended December 31, 2020, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows:

General Fund	\$ 47,110,225.00
Special Revenue Funds	\$ 107,499.00
Building & Repair Fund	\$ 300,000.00
Capital Projects Note Fund	\$ 483,000.00
Total Health Care Fund	\$ 5,300,000.00
Gift Funds	\$ 195,000.00
Trust Funds	\$ 135,000.00
Total:	\$ 53,630,724.00

Acceptance of Library Services and Technology Act (LSTA) Grant for Preservation

Toledo Lucas County Public Library has been awarded a grant by the State of Ohio in the amount of \$4,999 from the federal Institute of Museum and Library Services (IMLS). These grant funds will be used to secure the services of a paper conservator to teach TLCPL to humidify and flatten architectural drawings in the collection. Mr. Johnson moved approval to accept the grant money and authorize the establishment of a Special Revenue Fund, seconded by Mrs. Odesky; all voted aye, motion carried.

Staff Organizations Brief remarks were heard from Brooke Cox, APLE representative and Krysta Turner, CWA representative.

Regular Meeting, January 23, 2020, Main Library Mrs. Savage announced that the next regular meeting of the Board would be on Thursday, January 23, 2020 at 8:30 a.m., at the Main Library, 325 N. Michigan St., Toledo.

Adjournment There being no further business to come before the Board, Mrs. Savage asked for a motion to adjourn the meeting. Motion made by Mrs. Odesky, seconded by Mr. Jordan; all voted aye, meeting adjourned at 8:46 a.m.

Approved by: _____
Susan Savage, Vice President

Attested by: _____
Jesus Salas, Secretary

Date: January 23, 2020